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2 FEB 1983

MEMORANDUM FOR: Chief, Management Staff, Office of Data Processing

FROM:

[redacted]
Chief, Regulations Control Division

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SUBJECT: Management of Office Automation Systems and Word
Processing Equipment, Draft Headquarters NoticeREFERENCE: A. Memo for Director of Information Services from Chief,
Management Staff, ODP, dated 20 January 1983, Same
Subject (ODP 83-076)
B. Memo for Management Staff, ODP, from [redacted]
[redacted] dated 8 October 1982, Same SubjectSTAT
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1. The Regulations Control Division has reviewed the revised draft of your proposed notice on office automation systems and word processing equipment forwarded on 20 January 1983. We continue to believe that this draft notice is much too long and detailed for a notice. Because the details included are not applicable to all employees, we reaffirm our previous suggestion that your first headquarters notice on this subject should contain a concise statement announcing the establishment of the branch, a brief description of its responsibilities, and a statement as to how it may be contacted. Attached is a modification of your notice. The revised last paragraph will serve to tie the detailed procedures with the notice and provide the same regulatory base upon approval by the Deputy Director for Administration.

2. The above procedure would also ensure more rapid dissemination of the basic information regarding the formation, composition, and responsibilities of ODP/WPB. Please let us know how you wish to proceed on this, and if RCD can be of any further assistance.

[redacted]
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cc: DDA

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